

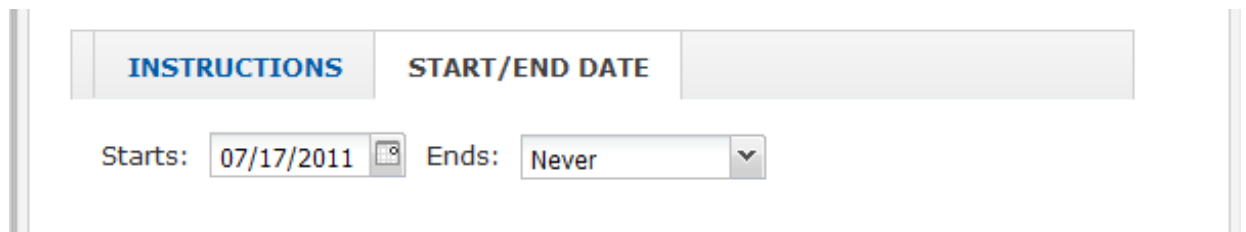
Scheduling Office Hours

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Scheduling future office hour blocks

When typically scheduling office hour blocks the start date of the series of office hours is the current date. However, Starfish does allow faculty and staff to plan their schedule ahead of time as follows:

1. Select the **Add Office Hours** link in the action bar on the **Home** or **Appointments** tab.
2. Specify the days, times, locations and other settings on the form.
3. Select the **Start/End Date** tab at the bottom of the form.
4. Specify the **Start Date** for the office hour block series and the **End Date**, if applicable.



The screenshot shows a tabbed interface with three tabs: 'INSTRUCTIONS', 'START/END DATE', and an unlabeled tab. The 'START/END DATE' tab is active. Below the tabs, there are two input fields. The first is labeled 'Starts:' and contains the date '07/17/2011' with a calendar icon to its right. The second is labeled 'Ends:' and contains the text 'Never' with a dropdown arrow to its right.

5. **Submit** the form.

Your office hour blocks will now appear on the days specified starting from the Start Date you selected.

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